

**City Counselor's Office**  
**RFP for Court Reporting Services**  
**Questions/Answers**  
**Questions due: February 5, 2014**  
**RFP Closes: February 11, 2014**

**Question 1.:** I have a question regarding Section 1.4 Proposal Format, #5 Verification of License/Taxes. This line states to affirmatively verify that the firm has a current business license with the city of St. Louis. Does this eliminate me from being eligible for consideration because we are a firm [in a different state] or is our current business license in [the other City/State] and our up-to-date tax remittance in our city acceptable for this requirement? Please advise.

***Answer:*** The fact that a firm is located out-of-state or that a firm located out-of-state does not have a current business license with the City of St. Louis does not necessarily disqualify them. However, the Revised Code requires any person who engages in any business, occupation, pursuit, profession, calling, avocation, or trade within the City limits of St. Louis to have a business license, unless specifically exempt by law. A business license would need to be obtained if working or doing business within the City of St. Louis. This is true even if the business is located elsewhere.

**Question 2.:** [I]f we are a digital court reporting firm and capture our depositions utilizing laptops, mixers and microphones, and the same digital reporting software used by both state and federal courts across the country, may we submit a responsive bid to perform your court reporter services or are you requiring traditional stenographic method of reporting?

***Answer:*** As long as a court reporter is physically present and can administer the oath for a deposition the methods described for capturing the deposition can be utilized.

**Question 3(a).:** RFP Pg. 4; Sec. 1.4; Paragraph 5: Please identify the document or documents required to verify that the firm is current with tax remittance. Is an affidavit signed by an officer of the firm sufficient?

**Question 3(b).:** RFP Pg. 4; Sec. 1.4; Paragraph 6: Please identify the document or documents required to verify that all individuals who will be assigned to perform court reporting services for the City are Certified Court Reporters by the State of Missouri. Is a spreadsheet identifying the reporters and their State of Missouri certification numbers sufficient?

***Answer:*** [T]here is not a specific document/documents required to verify the information in Section 1.4, paragraphs 5 and 6 of the RFP. An affidavit signed by

an officer of the firm verifying the information required therein would be sufficient at this point of the process.